

**Final
Environmentally Preferable
Purchasing Management
Action Plan
Honolulu, Oahu, Hawaii**

Prepared for:
The Department of Business,
Economic Development, and
Tourism

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DOCUMENT INSTRUCTIONS

Purpose

Environmentally preferable purchasing (EPP) is a philosophy that encourages procurement agencies to purchase “...products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose...” (Executive Order 13101). EPP takes into consideration three main concepts: protection of human health and the environment, price (i.e., cost effectiveness), and performance.

The State of Hawaii Department of Health (DOH) and Department of Business, Economic Development, and Tourism (DBEDT), and the State Procurement Office (SPO), an office within the Department of Accounting and General Services, are key organizations in promoting EPP within the State. The purpose of this EPP Management Action Plan (MAP) is to foster/facilitate increased EPP in the State of Hawaii by providing resources, tools and recommendations for implementation. The intended audience for the EPP MAP is State of Hawaii procurement administrators and decision-makers in the aforementioned organizations, and any employee who purchases goods and/or services on behalf of the State.

Plan Organization

This document summarizes the legal requirements for EPP, outlines roles and responsibilities for various state organizations, and presents recommendations towards achieving enhanced EPP implementation. The table below provides a quick-reference description of each section included in this EPP MAP.

Department of Accounting and General Services EPP Plan Organization	
Section	Description
1.0	<ul style="list-style-type: none">Provides background and information on EPP requirements and regulatory driversDescribes State of Hawaii purchasing programs related to EPPPresents tables summarizing applicable State and Federal regulatory drivers
2.0 This section provides the actual EPP implementation process.	<ul style="list-style-type: none">Provides a brief summary of State procurement practicesIdentifies responsible organizations and their respective EPP rolesProvides a general description of the steps for establishing a successful EPP Plan
3.0	<ul style="list-style-type: none">Presents a list of key tools and resources for procurement personnel
4.0	<ul style="list-style-type: none">Presents a list of reference documents used in the development of this EPP plan
Appendix A	<ul style="list-style-type: none">Includes EPP reference documents

Department of Accounting and General Services EPP Plan Organization	
Section	Description
Appendix B	<ul style="list-style-type: none"> • Presents training and outreach information for the State of Hawaii • Includes EPP fact sheets
Appendix C	<ul style="list-style-type: none"> • Presents relevant state Executive Orders <ul style="list-style-type: none"> • State of Washington – Executive Orders and 04-06 (2004) and 05-01 (2005) • State of New York – Executive Order 111 (2001) • State of Illinois – Executive Order 11 (2001) • State of Oregon – EO-00-07 (2000) and EO-03-03 (2003) • State of California – S-20-04 (2004) • State of Arizona – Executive Order 2005-05 (2005)
Appendix D	<ul style="list-style-type: none"> • Summarizes results from 2005 Recycled Content Products Survey, including areas for improvement • Provides guidance for completion of future surveys • Provides references for education and training

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Appendix A	Reference Documents <ul style="list-style-type: none"> • U.S. EPA’s Comprehensive Procurement Guideline • U.S. EPA’s Final Guidance on Environmentally Preferable Purchasing • Glossary of Useful Terms – Environmentally Preferable Purchasing
Appendix B	Training and Outreach Information <ul style="list-style-type: none"> • State of Hawaii DBEDT Fact Sheets • Hawaii Procurement Institute Winter 2004 Circular • State of Hawaii Chief Procurement Officers • State of Hawaii Procurement Office pCard Program and Procedures • State of Hawaii DBEDT Environmental Products Guide Survey
Appendix C	Executive Orders <ul style="list-style-type: none"> • State of Arizona – Executive Order 2005-05 (2005) • State of California – S-20-04 (2004) • State of Illinois – Executive Order 11 (2001) • State of New York – Executive Order 111 (2001) • State of Oregon – EO-00-07 (2000) and EO-03-03 (2003) • State of Washington – Executive Order 05-01 (2005)
Appendix D	Recycled Content Products Survey 2005 Results Summary and Preparation Manual

LIST OF ACRONYMS AND ABBREVIATIONS

AP	Affirmative Procurement
CFR	Code of Federal Regulations
CPG	Comprehensive Procurement Guidelines
CPO	Chief Procurement Officer
DAGS	Department of Accounting and General Services
EO	Executive Order
EPA	U.S. Environmental Protection Agency
EPP	Environmentally Preferable Purchasing
FAR	Federal Acquisition Regulations
FTC	Federal Trade Commission
MAP	Management Action Plan
PL	Public Law
PPB	Public Procurement Practices
RCRA	Resource Conservation and Recovery Act
RMAN	Recovered Material Advisory Notice
SPO	State Procurement Office
U.S.	United States
USC	United States Code
UDA	U.S. Department of Agriculture
U.S. EPA	U.S. Environmental Protection Agency
WSCA	Western States Contracting Alliance

1.0 PLAN DESCRIPTION AND REGULATORY REQUIREMENTS

The purpose of this Environmentally Preferable Purchasing (EPP) Management Action Plan (MAP) is to foster/facilitate increased EPP in the State of Hawaii by providing resources, tools and recommendations for implementation of an effective purchasing program. The State of Hawaii Department of Health (DOH), Office of Solid Waste Management; the Department of Business, Economic Development, and Tourism (DBEDT); and the State Procurement Office (SPO), an office within the State of Hawaii Department of Accounting and General Services (DAGS); are key organizations in promoting EPP. The intended audience for the EPP MAP is State of Hawaii procurement administrators and decision-makers in the aforementioned organizations, and any employee who purchases goods and/or services on behalf of the State. This MAP is designed to:

- Summarize the legal requirements for EPP.
- Outline roles and present recommendations for promoting EPP.

This EPP MAP is organized as follows:

- Section 1 provides background and information on EPP requirements and regulatory drivers.
- Section 2 presents a summary of procurement processes, identifies key organizations that are critical in encouraging EPP, and recommendations for promoting EPP in the State of Hawaii.
- Section 3 presents a summary of key tools and resources.
- Section 4 presents a list of reference documents used in the development of this plan.

The plan appendices provide a variety of supporting documentation, including:

- **EPP reference documents.** Appendix A includes several SPO and U.S. EPA guidance documents regarding implementation of an EPP Program, as well as glossaries of useful terms related to EPP.
- **EPP outreach examples.** Appendix B includes outreach examples such as EPP fact sheets.

1.1 Introduction


EPP is a philosophy that encourages procurement agencies to purchase environmentally preferable goods and services. EPP encompasses several programs intended to protect the

environment and reduce energy and natural resources consumption. The following list of categories covers most EPP items:

- Products containing recovered materials;
- Biobased items;
- Energy-efficient products and services including products containing energy-efficient standby power devices; and
- Products or services that are non-toxic or less toxic compared to competing products or services serving the same purpose.

Each of these categories is explained in detail in Section 1.2 of this plan. In addition, Section 3.0 provides Web sites containing information associated with each category.

EPP was originally authorized as Affirmative Procurement (AP) under Section 6002 of the Resource Conservation and Recovery Act (RCRA), which requires Federal Agency EPP programs to address elements that include (1) promotion; (2) preference; (3) vendor certification, estimates, and verification; and (4) annual review and monitoring. Following RCRA 6002, the federal acquisition portion of Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, was written to improve the federal government's existing AP program, encouraging the use of recycled-content products, and to expand EPP to include other environmentally preferable products and services. Section 102 of EO 13101 directs agencies to comply with policies for the acquisition and use of environmentally preferable products and services, and to implement cost-effective procurement preference programs favoring the purchase of these products and services.

One intent of EPP is to stimulate recycling by providing a market for products manufactured from recycled materials. A recycled product is one made completely or partially from waste materials or byproducts recovered or diverted from the solid waste stream. The standard three-arrow recycling symbol (Mobius Loop)  represents not only collection of recyclable materials, but also manufacturing and use of recycled products. Recycling can succeed in diverting materials from landfills only if markets for recycled-content products expand. Currently, products made from recycled materials often rival virgin products in quality and cost. However, the market for these recycled items is still in its infancy. Purchasing environmentally preferable products, such as those made from recycled materials, will work to significantly increase the use of recycled-content products and will close the loop on recycling efforts.

Additionally, EPP addresses the purchase of biobased products to stimulate the biobased product market. Biobased products are produced from renewable plant and animal sources and are generally less harmful to the environment than their petroleum- or chemical-based counterparts.

EPP also aims to improve energy management through specific goals for improvement of energy efficiency and use of renewable energy. This is achieved in part through the purchase of energy-efficient products, including computers, monitors, copiers, printers, fax machines and other appliances that switch to a “sleep” mode or low standby power mode.

1.2 Summary of Applicable Requirements

State laws, regulations, statutes and EOs (i.e., Presidential directives to federal agencies) combine to provide the authority and requirements for EPP programs. A brief summary of these drivers and how they interact is presented in Tables 1-1 and 1-2 at the end of this section.

The following subsections describe two key drivers for EPP, EO 13101 and RCRA Section 6002, as well as other drivers such as the EOs 13123 and 13221, and the status of State of Hawaii requirements. Section 2.3 of this MAP presents suggestions specific to the State of Hawaii for promoting EPP. Information on federal requirements is presented in this MAP because 1) Federal programs set the standard for EPP efforts in state and local communities, and because 2) any state or local agencies and government contractor receiving \$10,000 or more in appropriated Federal funds for items from an EPA designated product category must follow RCRA 6002 when implementing the Federal funded program. The federal requirements provide definitions and background information for state requirements presented in Section 1.2.4. The State of Hawaii, at a minimum, encourages agencies to be consistent with Federal regulations presented in Table 1-1.

1.2.1 Description of Executive Order 13101

The acquisition portion of EO 13101 has three main components: procurement of Comprehensive Procurement Guideline (CPG) items, EPP, and procurement of biobased products. These components are briefly described below. Whereas the Federal program distinguishes EPP from other types of green procurement, DBEDT uses the term “EPP” to address all forms of green procurement.

1.2.1.1 Comprehensive Procurement Guidelines

The United States (U.S.) Environmental Protection Agency (EPA) has been tasked to develop and issue CPGs containing designated items that are or can be made with recovered materials. When designating CPG items, the U.S. EPA considers: item availability, potential impact of procurement on the solid waste stream, the economic and technological feasibility of producing the item, and other uses of the recovered materials used to produce the item. Once a CPG item is designated, procuring agencies are recommended to purchase it with the highest recovered material content level practicable. These guidelines are updated every two years, or as appropriate, and currently contain 61 items across eight categories, including:

- Construction Products
- Landscaping Products
- Nonpaper Office Products
- Paper and Paper Products
- Park and Recreation Products
- Transportation Products
- Vehicular Products
- Miscellaneous Products

DESIGNATED PRODUCTS WITHIN CPG CATEGORIES

Construction Products	Landscaping Products
Building Insulation	Compost
Carpet and Carpet Padding	Garden and soaker hose
Cement and Concrete-containing products	Hydraulic mulch
Consolidated and Reprocessed latex paint	Lawn and garden edging
Floor tiles	Plastic lumber and landscaping timber and posts
Flowable fill	
Laminated paperboard	
Modular threshold ramps	
Nonpressure pipe	
Patio blocks	
Railroad grade crossing surfaces	
Roofing materials	
Shower and restroom dividers/partitions	
Structural fiberboard	

Transportation Products	NonPaper Products
Channelizers Delineators Flexible delineators Parking stops Traffic barricades Traffic cones	Binders, clipboards, file folders, clip portfolios, and presentation folders Office furniture Office recycling containers Office waste receptacles Plastic desktop accessories Plastic envelopes Plastic trash bags Printer ribbons Toner cartridges
Vehicular Products	Paper and Paper Products
Engine coolants Rebuilt vehicular parts Re-refined lubricating oil Retread tires	Commercial/Industrial sanitary tissue products Miscellaneous papers Newsprint Paperboard and packaging products Printing and writing papers

U.S. EPA recommends the appropriate range of recycled content for a particular CPG item via its Recovered Material Advisory Notice (RMAN). RMANs provide purchasing guidance and recommend recovered and post-consumer material content levels for designated items. *Recovered material* means waste materials and byproducts that have been recovered or diverted from solid waste, but do not include materials and byproducts generated from, and commonly reused within, an original manufacturing process. *Post-consumer material*, a subset of recovered material, is a material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. It is necessary to review the CPG and its corresponding RMAN to identify the recycled-content recommendations for a given product. For example, under the CPG category “Paper and Paper Products,” newsprint is an item. The RMAN for newsprint is 20 to 85 percent post-consumer material and 20 to 100 percent recovered material. Therefore, in order to be CPG-compliant, the content of the newsprint purchased must meet the specified post-consumer and recovered material percentages.

The U.S. EPA updates RMANs as market conditions change. The specific RMANs for CPG items are summarized in tables on U.S. EPA’s Web site at:

<http://www.epa.gov/cpg/products.htm>.

1.2.1.2 Environmentally Preferable Purchasing

EPP, as defined by EO 13101, encourages the purchase of goods and services that have lesser or decreased effects on human health and the environment when compared with competing goods and services that serve the same purpose. EPP includes recycled-content and biobased product purchasing, along with other objectives such as reducing toxicity, preventing pollution, and reducing global warming or ozone depletion. By encouraging EPP, EO 13101 expands the recommended purchasing criteria beyond EPP's original basis in recycling. U.S. EPA published its final guidance on the application of EPP principles, a copy of which is included in Appendix A. It focuses on five guiding principles, namely 1) environment + price + performance = EPP; 2) pollution prevention; 3) life cycle perspective/multiple attributes; 4) comparison of environmental impacts; and 5) environmental performance information. Unlike with CPG, however, no specific standards or lists of product types for EPP have been developed. As stated earlier, DBEDT uses the term "EPP" to address all forms of green procurement.

1.2.1.3 Biobased Products

Biobased products are commercial or industrial products (other than food or feed) that use or are produced from biological products or renewable domestic agricultural (e.g., plant, animal, and marine) or forestry materials. An example is vegetable lubricating oil used instead of a petroleum-based oil. In August 1999, Executive Order 13134, "*Developing and Promoting Biobased Products and Bioenergy*" was issued. The U.S. Department of Agriculture (USDA) is responsible for developing categories of items and specific standards for such items, similar to those that the U.S. EPA provides for CPG. In the 19 December 2003 Federal Register, the USDA published *Guidelines for Designating Biobased Products for Federal Procurement* (68 FR 70730). The proposed rule included the following biobased product categories:

- Adhesives
- Construction Materials/Composites
- Fibers/Paper/Packaging
- Fuel Additives
- Landscaping/Compost/Fertilizer
- Lubricants/Functional Fluids
- Plastics
- Paints/Coatings
- Solvents/Cleaners

- Sorbents
- Plant/Vegetable Inks

The guidelines proposed minimum biobased content standards for each of these categories. The proposed rule can be viewed at:

<http://a257.g.akamaitech.net/7/257/2422/14mar20010800/edocket.access.gpo.gov/2003/03-31347.htm>.

The rule is currently undergoing review by the Office of Management and Budget. Publication of the rule in the Federal Register is scheduled for December 2004. Following a 30-day public comment period, the United States Congress will review the rule, decide on its effectiveness and determine if the rule should become a law. Rulemaking developments can be monitored via the USDA's Federal Biobased Products Preferred Procurement Program (FB4P) website at:

http://www.biobased.oce.usda.gov/public/pro_regs.cfm.

1.2.2 Description of RCRA Section 6002

RCRA Section 6002 (42 United States Code [USC] 6962) provides the main regulatory driver for EPP. It requires federal procuring agencies to procure designated items composed of the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

1.2.3 Description of Executive Orders 13148, 13123 and 13221

EO 13148, *Greening the Government through Leadership in Environmental Management*, signed into law April 21, 2000, requires environmental management considerations to be a fundamental and integral component of Federal Government policies, operations, planning, and management. EO 13148 establishes specific goals for the creation of environmental management systems, implementation of environmental compliance and community-right-to-know with an emphasis on pollution prevention, reduction in the use and/or release of toxic chemicals and hazardous substances, phasing out the procurement of Class I ozone depleting chemicals, and use of environmentally and economically beneficial landscaping at government facilities.

EO 13123, *Greening the Government through Efficient Energy Management*, was written to significantly improve the federal government's energy management, as the nation's largest energy consumer, to save taxpayer dollars and to reduce emissions that contribute to air pollution

and global climate change. EO 13123 contains specific goals for energy efficiency improvement, use of renewable energy, reduced use of petroleum, reduced production of greenhouse gases through reduced energy consumption, development of sustainable building design principles, and water conservation. EO 13123 also requires the purchase of Energy Star® and other energy efficient products. The Energy Star® program, which is overseen by U.S. EPA, provides an innovative energy performance rating system. Energy Star® labeled computers, monitors, copiers, printers, and fax machines will switch into a “sleep” mode after a specified period of non-use. When needed, these devices return automatically to the active mode (displaying an image, copying, receiving a fax, etc.) after a brief delay. The Energy Star® product listings are published at <http://www.energystar.gov/products>. Although EO 13123 addresses a variety of energy management principles and requirements, the EPP MAP is limited to addressing the procurement aspects of EO 13123.

EO 13221, *Energy Efficient Standby Power Devices*, was written to further encourage energy conservation by the federal government. Standby power mode is different from the sleep mode because the user—not the machine itself—has switched off the device and must manually turn it back on. Power use in the standby mode is usually much lower than in the sleep mode. The Federal Energy Management Program (FEMP), overseen by the U.S. Department of Energy (DoE), publishes a listing of Low Standby Power products at <http://oahu.lbl.gov>.

1.2.4 Description of Section 103D-1005, Hawaii Revised Statutes

Procurement actions by State of Hawaii agencies are governed by the Hawaii Public Procurement Code, Chapter 103D, Hawaii Revised Statutes (HRS), for the procurement of goods, services, and construction. The Hawaii Procurement code (Section 103D-1005, HRS Recycled Products) encourages State and County purchasing agencies to:

- Apply preference to products with recycled content.
- Be **consistent** with Federal regulations, such as EO 13101 and RCRA.
- Purchase materials that may be recycled or reused to the maximum extent economically feasible.
- Avoid the purchase of products deemed environmentally harmful.

Under the HRS Chapter 103D, the State of Hawaii purchasing agencies are required, and County agencies are urged to purchase only office paper and printed material with recycled content, except when statutory, regulatory, or contractual requirements preclude the purchase of office

paper or printed material with recycled contents of the same type and quantity as the office paper or printed material without recycled content.

Under Section 6002 of RCRA, the buy-recycled requirements apply to Federal agencies and contractors, and state and local agencies receiving \$10,000 or more Federal funds in the current or preceding fiscal year. Federal funds may include grants, loans, cooperative agreements, or other accounts or projects that are derived from Federal funds. Contractors are also bound to RCRA when contracting with Federal, state, or local agencies using Federal funds for procurement. The State of Hawaii Department of Health, Solid and Hazardous Waste Branch is the State agency responsible for implementing RCRA and providing relevant guidance on these matters.

Section 103D-1005, HRS, and Chapter 3-124, Subchapter 4, Hawaii Administrative Rules (Department of Accounting and General Services), establish percentages of preference for seven contractual preferences granted to offerors doing business with State and County purchasing agencies. The seven preferences include:

- Hawaii Products List
- Tax adjustment for tax exempt offerors
- Preferred use of Hawaii software development businesses
- Recycled products
- Reciprocal preference
- Printing, binding, and stationary work within Hawaii
- Preference for persons with disabilities

Bidders meeting recycled content specifications in solicitations are granted a minimum 5 percent price advantage over bidders not meeting the recycled content specifications. The price preference is contingent upon the bidder providing recycled-content certifications of their product(s).

Table 1-2 presents a summary of the applicable State of Hawaii regulations and requirements with respect to EPP. The table includes a brief description of each requirement and notes any relevant clarifications.

1.2.5 Description of Hawaii Biobased Products Regulations

Act 96 (SB 1239) *Relating to Energy* was signed on June 2, 2004. It reduces license and highway fuel taxes for certain alternative fuels (ethanol, methanol, biodiesel) to one-fourth the effective rate for diesel on an energy content basis.

1.2.6 Description of Hawaii Energy Efficiency Regulations

Chapters 196A-C, HRS *Energy Efficiency in State Facilities*, redefines petroleum distribution and energy consumption goals for the State of Hawaii. The Act calls for a reduction of Greenhouse Gases by 30 percent by 2012 from 1990 levels, reduction of energy consumption by 20 percent by 2007, expansion of the use of renewable energy, and increased water conservation. The Act also states that each agency shall provide 20 percent of its energy with renewable resources.

TABLE 1-1
SUMMARY OF FEDERAL REGULATORY REQUIREMENTS:
EXECUTIVE ORDERS, LAWS, AND REGULATIONS

Citation	Requirement	Notes
RCRA Section 6002	Procuring agencies must give preference in the acquisition process to products and practices that conserve and protect natural resources and the environment. Federal agencies, contractors, and state and local agencies receiving \$10,000 or more Federal funds in the current or preceding fiscal year are subject to Section 6002.	The regulatory authority for AP programs. Mandates four elements of an AP program: a preference program; a promotion program; a program for vendor estimates, certification, and verification; and a monitoring program. The State of Hawaii Department of Health, Solid and Hazardous Waste Branch is the state agency responsible for implementing RCRA and providing relevant guidance on these matters.
EO 12873, <i>Federal Acquisition, Recycling and Waste Prevention</i>	Reinforced agency affirmative procurement programs. Required federal agencies to expand waste prevention and recycling programs and purchase U.S. EPA recycled-content designated items unless an exemption applied. Federal agencies must develop and implement an AP Program to include environmentally preferable products and services.	Required federal agencies to expand waste prevention and recycling programs and purchase U.S. EPA recycled-content designated items unless an exemption applied.
EO 13101, <i>Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition</i>	Federal agencies must expand the AP Program to include other environmentally preferable products and services and biobased products designated by USDA. Contracts must include provisions to obligate the contractor to comply with all provisions of the EO. As new items are added to the CPG, the AP Program must be revised within 1 year of item listing. The EO also directs U.S. EPA to include AP in compliance inspections.	Supersedes EO 12873, <i>Federal Acquisition, Recycling, and Waste Prevention</i> .
EO 13123, <i>Greening the Government through Efficient Energy Management</i>	Federal agencies are required to reduce energy and water use caused by facility operations.	The Energy Star® Program identifies products that have superior energy efficiency.

TABLE 1-1 (CONTINUED)

Citation	Requirement	Notes
EO 13148, <i>Greening the Government Through Leadership in Environmental Management</i>	Federal agencies are required to create environmental management systems, implement environmental compliance and community-right-to-know with an emphasis on pollution prevention, reduce the use and/or release of toxic chemicals and hazardous substances, phase out the procurement of Class I ozone depleting chemicals, and use environmentally and economically beneficial landscaping at government facilities.	Requires environmental management considerations to be a fundamental and integral component of Federal Government policies, operations, planning, and management.
EO 13221, <i>Energy Efficient Standby Power Devices</i>	Federal agencies are required to purchase products that use no more than one watt in their standby power consuming mode.	The Department of Energy FEMP Program develops lists of recommended products that meet this requirement.
40 CFR Part 247	Federal agencies must include CPG items, as established by U.S. EPA, in their AP Program. Appropriated and Non-Appropriated Fund activities must participate in the AP Program.	Before being published by the U.S. EPA, CPGs are presented in draft form for comment from the public, manufacturers, distributors, and other interested parties. Comments are addressed and final rules are presented in the Federal Register. The list of CPG items is codified in this part. U.S. EPA has also issued RMANs to accompany the CPGs and provide detailed information on the designated items.

AP: Affirmative Procurement

CPG: Comprehensive Procurement Guidelines

EO: Executive Order

FEMP: Federal Energy Management Program

RCRA: Resource Conservation and Recovery Act

RMAN: Recovered Material Advisory Notice

USDA: United States Department of Agriculture

U.S. EPA: United States Environmental Protection Agency

TABLE 1-2
SUMMARY OF APPLICABLE STATE OF HAWAII REGULATORY REQUIREMENTS

Citation	Requirement	Notes
103D-1005, HRS <i>Recycled Products</i>	The state procurement office shall develop a recycled product procurement program that shall require state purchasing agencies and urge county purchasing agencies to apply preference to purchasing products with recycled content before purchasing products without recycled content, to be consistent with the applicable federal specification standards in EO 12873*, and any subsequent amendments, and to ensure to the maximum extent economically feasible, the purchase of materials that may be recycled or reused when discarded, and to avoid purchasing products that may be harmful to the environment.	This section also directs the policy board to adopt rules in accordance with Chapter 91 governing preference for recycled products to establish percentages of preference and the method of determining the contents of recycled material to qualify various products for preference. (* Executive Order 12873 was replaced by Executive Order 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition in 1998.)
HAR 3-124, Subchapter 4, <i>Procurement Policy Board, Recycled Products</i>	Solicitations shall contain the percent recycled content required to qualify various products for a preference pursuant to Section 103D-1005, HRS. The Certification of Recycled Content form shall be submitted with the bid. Price preference is at least 5 percent of the price of the item provided the bidder completes a certification and the procurement officer accepts the validity of the certification. State purchasing agencies shall and county purchasing agencies are urged to purchase only office paper and printed material with recycled content.	The objective is to promote the use of recycled products by state and county purchasing agencies. The board has the authority to adopt, amend, or repeal administrative rules to carry out and effectuate the purpose and provisions of 103D, HRS governing the procurement, management, control, and disposal of any and all goods, services, and construction.
Chapter 342G, Section 41, HRS <i>Integrated Solid Waste Management, Goals for Recycled Product Procurement</i>	All state and county public agencies shall give preference to the purchase of products made from recycled materials, which are themselves recyclable, and are designed for durability.	-

TABLE 1-2 (CONTINUED)

Citation	Requirement	Notes
Chapter 342G, Section 43 HRS <i>Integrated Solid Waste Management, Reporting</i>	Each state agency conducting procurement activities shall annually submit information and data to the Office of Solid Waste Management of the Department of Health regarding the progress of the agency in developing procurement programs, total amount of paper purchased during the year, and the amount of recycled goods purchased during the year compared to non-recycled counterparts.	The Office of Solid Waste Management of the Department of Health and the State Procurement Office revised the survey and forwarded it to central procurement officers for distribution on May 5, 2005. Responses received as of May 18, 2005, are summarized in Appendix D.
Chapter 196A-C, HRS <i>Energy Efficiency in State Facilities</i> ”	Sets energy consumption goals for the State of Hawaii: <ul style="list-style-type: none"> • Reduce GHGs by 30 percent by 2012 from 1990 levels • Reduce energy consumption by 20 percent by 2007 • Expand the use of renewable energy • Increase water conservation • Each agency shall provide 20 percent of its energy with renewable resources 	-
Act 96 (SB 1239) <i>Relating to Energy</i>	Reduces license and highway fuel taxes for certain alternative fuels (ethanol, methanol, biodiesel) to one-fourth the effective rate for diesel on an energy content basis.	Signed on June 2, 2004

EO: Executive Order
 GHGs: Greenhouse Gases
 HAR: Hawaii Administrative Rules
 HB: House Bill
 HRS: Hawaii Revised Statutes

2.0 IMPLEMENTATION PLAN FOR THE STATE PROCUREMENT OFFICE

This implementation plan outlines necessary actions to develop a successful EPP Plan for the State of Hawaii. This section presents:

- A summary of current procurement practices at the SPO
- Roles and responsibilities of key personnel accountable for EPP implementation at the SPO
- Specific actions for enhanced EPP implementation at the SPO

2.1 Summary of Procurement Practices

2.1.1 Roles and Responsibilities

Procurement for the State of Hawaii is managed by the SPO within the DAGS. The SPO serves as the central point for the distribution of procurement circulars, guidance, and directives to all jurisdictions. The Administrator of the SPO serves as the central coordinator of procurement policy issues within the State of Hawaii, and has the authority to perform periodic reviews of the procurement practices of all governmental bodies, and may assist, advise and guide governmental bodies in matters relating to procurement. The Administrator of the SPO is also the Chief Procurement Officer (CPO) for the Executive Branch departments, providing support for the procurement of goods, services, and construction to the various jurisdictions.

Hawaii procurement actions governed by the Hawaii Public Procurement Code, Chapter 103D, HRS, governs the procurement of goods, services, and construction; and Chapter 103F, HRS, governs the purchases of health and human services. Implementation of the provisions of the HRSs related to procurement is centralized within the Procurement Policy Board (PPB); an autonomous board made up of seven members. The PPB adopts, amends, or repeals, administrative rules to carry out and effectuate the purpose and provisions of Chapter 103D, HRS, by governing the procurement, management, control, and disposal of any and all goods, services, and construction. The PPB also considers and decides on matters of policy, including those referred to it by the CPO; and audits and monitors the implementation of its rules and the requirements of its statutes.

The CPOs are responsible for the procurement of goods, services, and construction and the management, control, warehousing, sale, and disposal of surplus goods. They may also help establish prices for common items on requirements contracts referred to as price lists or price

schedules. CPOs are also responsible for establishing programs for inspection, testing, and acceptance of all goods, services, and construction.

There are currently 18 CPOs for the various jurisdictions, including the counties. Procurement in Hawaii is decentralized, and CPOs delegate procurement authority to procurement officers to conduct a particular procurement or all procurements for units within a jurisdiction, such as a department or division. Refer to Table 2-1 for a summary of duties for organizations that are critical for EPP implementation.

TABLE 2-1
ROLES AND RESPONSIBILITIES FOR CRITICAL ORGANIZATIONS

Organization	General Duties
Department of Accounting and General Services	Headed by the State Comptroller, who concurrently serves as the Director of DAGS. Responsible for managing and supervising State programs and activities.
State Procurement Office	Serves as central coordinator of procurement statutes and rules for all State of Hawaii governmental bodies and counties. Central source on matters of procurement policy. Administratively attached to DAGS.
Procurement Policy Board	Adopts, amends, or repeals administrative rules to carry out the provisions of Chapter 103D, HRS, governing procurement. Considers and decides on matters of policy, including those referred to it by a CPO, audits and monitors the implementation of its rules and the requirements of its statutes. An autonomous seven member Board.
Administrator, State Procurement Office	CPO for the departments under the Executive Branch. Also a non-voting member of the Procurement Policy Board. Has delegated procurement authority to each Department Head.
Chief Procurement Officer	Serves as the central procurement officer for his/her jurisdiction (e.g. counties, Legislature, Judiciary, OHA, DOE, Executive Branch, Board of Water Supply, county Department of Water Supplies), and may delegate this authority to department or division procurement officers. There are currently seventeen CPOs.
Procurement Officer	Has the delegated authority from the CPO to conduct a particular procurement or all procurements for units within a jurisdiction, such as a department or a division.

CPO: Chief Procurement Officer
DAGS: Department of Accounting and General Services
DOE: Department of Education

HRS: Hawaii Revised Statute
OHA: Office of Hawaiian Affairs
SPO: State Procurement Office

2.1.2 Procurement Process

Procurements for goods, services or construction valued at \$25,000 or more, must be advertised. Expenditures less than \$25,000 are referred to as small purchases.

- Step 1** Agency/department must identify the good, service, or construction item to be procured and identify any specifications related to that good/service/construction.
- Step 2** Determine whether or not the good or service is exempt from the procurement code according to Chapter 103D, HRS.
- Step 3** If the good or service is available from the State Procurement Office price/vendor list, the purchase must be made off the list. Refer to Section 2.1.3 for additional details on Price Lists.

If the item on the price list does not meet the agency's needs, then the agency must request a waiver to purchase outside the price list.
- Step 4** For a small purchase less than \$10,000/\$25,000, if the item is not available from the SPO price/vendor list, the agency may use the small purchase procedure.
- Step 5** If the agency can justify that only a single vendor needs can meet their purchase needs, the agency can request a sole source approval.
- Step 6** For an emergency procurement, the agency seeks an emergency procurement approval.
- Step 7** If none of the above applies, the agency must use either the competitive sealed bids process or the competitive sealed proposals process.

2.1.2.1 Purchasing Card (pCard)

The SPO has implemented a program whereby payment may be facilitated by use of a pCard. The pCard authorizes purchasing personnel to pay with a bank-issued credit card, increasing efficiency for the state and business community (vendors are paid within days from the bank instead of within 30 days from the State), and reducing the number of purchase orders processed and issued. The Pro Value Services (PVS) Net is the internet reporting system that provides the user the ability to review and report on information from transactions made on the pCard. The PVS Administrator selects appropriate people within the division to receive pCards. Users are prohibited from making single purchase transactions of \$25,000 or more. The pCard Administrator determines the transaction/charge limits allowed at any value less than \$25,000 or disallowed blocked merchant categories, and any additional guideline for each pCard user. The following is a list of restricted purchases and blocked merchant category designations:

Restricted Purchases:

1. Any purchase over \$(Limit designated by the pCard Administrator)
2. Automotive gasoline
3. Cash
4. Goods and services for personal use

Blocked Merchant Categories:

1. Entertainment/Recreation
2. Financial Services
3. Food
4. Hotels
5. Laundry/Cleaning Services

2.1.2.2 eProcurement

The SPO is implementing the Hawaii Electronic Procurement System (HEPS), an Internet-based purchasing system, for state and local government to purchase products and services; the system includes vendor registration, request for small purchase quotes, and an e-Catalog for price list term contracts. The HEPS program may increase competition and promotes transparency in the procurement process, by automating the procurement system and reducing the procurement cycle time. The Internet-based program will be able to collect comprehensive expenditure data. The HEPS program will be piloted in 2005 within selected departments identified by the SPO.

2.1.3 Price Lists

The state of Hawaii and its counties generally do not maintain a Bidders List. Instead, the SPO issues price lists of established contracts and the counties issue price schedules referred to in Step 3 of Section 2.1.2. A price list is a group of commonly used items or services which are competitively bid to set prices for a specified period of time. Advantages of items and services on the price list include favorable prices through volume purchasing, reduced procurement lead-time and administrative effort. The jurisdictions have an option to purchase products from the SPO price list or make purchases independently that may/may not differ from prices on the price list. If an item or service is featured on the price list, a purchaser cannot purchase from another source unless a formal written or electronic request, on SPO Form 5 “*Price List Exemption Form*,” is made and exemption granted by the CPO. Products purchased through the price list are tracked by the SPO and a summary of purchases is prepared annually.

Hawaii is a participating member of the Western States Contracting Alliance (WSCA) whose purpose is to achieve price discounts by combining the requirements of multi-state governmental agencies for cost-effectiveness and efficient acquisition of quality products and services. Information is available at <http://www.aboutwsca.org/>.

The SPO webpage contains a listing of commonly purchased goods and services available through price list, vendor list, and the WSCA contracts issued by the SPO for use by the various jurisdictions.

2.1.4 SPO Preferences

The Hawaii Public Procurement Code has seven “preferences”, listed in Section 1.2.4 some of which are meant to promote Hawaii business, such as the use of registered Hawaii products. One of the listed preferences is “Recycled Products” (Chapter 103D-1005, HRS and Chapter 124, Subchapter 4, HAR). State purchasing agencies may issue solicitations that specify the percentage of the preference (minimum of 5 percent) and the percentage of the type of recycled material to qualify for the preference. The preference is applied to solicitations that call for virgin or recycled product materials and where recycled products are bid. If the solicitation calls for recycled products only or when only recycled products are offered, no preference shall apply. Any person desiring a preference must certify the recycled content of the product by completing SPO Form 8 “*Certification of Recycled Content*.”

2.2 EPP Recommendations

In order to further encourage EPP, Table 2-2 presents recommended actions. The actions are organized into three categories: policy, outreach, and education/training. A responsible office (e.g., DBEDT, SPO, DOH) is assigned to each action, along with timing for the action’s implementation (one time versus recurring), and detailed notes on the intent of the action and how to implement it.

Highlights of each of the three action categories include:

- **Policy:** development of executive orders, EPP policies and plans; routine updates to the Environmental Products Guide; requirements for solicitations and bidders to address EPP; and expansion of DAGS price list labeling.

- **Outreach:** expand SPO website, create and maintain bidders packages, and create email listings for Central Procurement Officers (CPOs).
- **Education and Training:** offer internet-based training for Procurement Officers and/or designees, and promote access to informational seminars through the Hawaii Procurement Institute (HPI).

A particularly important area within the category of policy development is the state-issued Executive Order. As other states such as Arizona, California, Illinois, New York, Oregon and Washington have done, Hawaii should issue Executive Orders mandating state agency green purchasing and green building. This executive level action provides a top-down directive to agencies to purchase EPP and develop facilities that reduce energy consumption and promote resource efficiency. Refer to Appendix C for copies of green procurement/sustainability Executive Orders from the aforementioned states.

TABLE 2-2
RECOMMENDED ACTIONS FOR ENCOURAGING FURTHER EPP IMPLEMENTATION

Action	Responsibility	Timing		Details
		One Time	Recurring	
Policy				
Develop an EPP Executive Order	DBEDT/DOH/SPO	X		Develop an EPP Executive Order mandating/encouraging procurement of EPP products and green building for the Governor’s signature. When signed, distribute the Order as mandated by state policy, post the Order on the SPO website and also include in manuals such as the “ <i>Public Procurement Manual</i> ”, and “ <i>Doing Business With The State of Hawaii</i> ”. Refer to Appendix C for copies of relevant Eos from other states.
Develop an EPP Plan	DBEDT/DOH/SPO	X		Issue a Procurement Circular forwarding the policy to all affected procurement officers. When an EPP plan is fully developed, forward a Procurement Directive to all affected procurement officers mandating/encouraging that EPP principles be applied in all procurement transactions.
Routinely update the Environmental Products Guide	DBEDT		Annual or Biannual	Update the Environmental Products Guide annually or biannually. Such efforts may be possible through federal grants or by collaborating with other organizations such as the HPI. The guide is to be a listing of local businesses directly involved in producing and selling environmentally preferable products in Hawaii. DBEDT is managing the 2005 update to the guide. The listings for the 2005 update will be gathered from a survey that DBEDT distributed in October 2004.

TABLE 2-2 (CONTINUED)

Action	Responsibility	Timing		Details
		One Time	Recurring	
Policy (Continued)				
Require all applicable solicitations to address EPP	SPO/Solicitors/ DBEDT		X	Rather than allowing recycled product content be an option in solicitations, require that all applicable solicitations, such as those that are federally funded, call for EPP products/recycled content material. The solicitor specifies the percentage of the type of recycled material to qualify for the preference included. If such material(s) is/are not available, then the bidder should justify why an alternate virgin material was substituted. Standardized checklists can streamline this process for bidders. Fact sheets detailing EPP and the recycled products preference can be included in the bidders package to assist bidders in understanding EPP. Examples of fact sheets prepared by the State of Hawaii are included in Appendix B.
Expand price list labeling	DBEDT/SPO		X	Update Price Lists to highlight products with recycled content materials and/or EPP attributes such as low volatility, biobased alternatives, or products meeting Energy Star requirements. Highlight products with special symbols or icons similar to the “Buy Recycled Hawaii” symbol currently displayed on the Price Lists. Require that suppliers provide this type of information when the Price Lists are put out to bid, or collect the information from the Environmental Products Guide survey prepared by the DBEDT. Encourage CPOs and procurement officers to research and recommend specific products and identify key suppliers for environmentally preferable products in order for SPO to draft Requests for Proposals soliciting the new products. The procuring agency will benefit from competitive cost for the new product.

TABLE 2-2 (CONTINUED)

Action	Responsibility	Timing		Details
		One Time	Recurring	
Policy (Continued)				
Require EPP-related information from bidders	SPO and DOH Office of Solid Waste Management		X	<div><div>1.</div><div>SPO should consider requiring contractors doing business with the State of Hawaii to report annually on amounts of supplies used with recycled content.</div></div> <div><div>2.</div><div>Request that vendors on the Price List designate on their invoices products with recycled content and Energy Star certification.</div></div> <div><div>3.</div><div>The Department of Health Office of Solid Waste Management will educate agencies receiving invoices that are noted to contain products with recycled content to maintain a copy in their procurement files to facilitate completion of the annual recycled goods survey. Developed and distributed by the Department of Health Office of Solid Waste Management and SPO, the survey summarizes the progress of the agency in developing procurement programs, total amount of paper purchased during the year, and the amount of recycled goods purchased during the year compared to non-recycled counterparts.</div></div>
Outreach				
Expand SPO website	SPO/DBEDT		X	Update the website to include EPP policy statements and procurement circulars. Add links to DBEDT website and post informational fact sheets describing the EPP philosophy and its benefits in order to help CPOs and procurement officers make informed procurement choices.

TABLE 2-2 (CONTINUED)

Action	Responsibility	Timing		Details
		One Time	Recurring	
Outreach (Continued)				
Create and maintain bidders package	SPO/DBEDT		X	Include EPP information in the bid packages to assist bidders in understanding and meeting EPP requirements.
Create E-mail lists	SPO with support from CPOs		X	Maintain an e-mail list of CPOs in order to distribute policy changes and circulars. Actively remove or update e-mail list as personnel change. Require that CPOs notify SPO of any changes in personnel or e-mail addresses.
Education and Training				
Offer web-based training of Procurement Officers and designees	SPO/DOH/DBEDT		X	Develop a web-based training program to educate State personnel, or at a minimum expand the website to include various informational links listed in Section 3.0. A new link entitled “Training” could be added and training materials posted similar to the procurement of Health and Human Services training site: http://www2.hawaii.gov/spoh/tmg/SPO_Training_Materials.htm . Training information shall include the concepts of EPP and a summary of regulatory drivers, requirements, and any State EPP policies. The training shall also include a list of environmentally preferable products once the 2005 Environmental Products Guide is completed by the DBEDT. Training options may also become available through the HPI.

TABLE 2-2 (CONTINUED)

Action	Responsibility	Timing		Details
		One Time	Recurring	
Education and Training (Continued)				
Promote access to informational seminars through HPI	SPO		X	Using the email listings described previously, promote access to the HPI seminars. The SPO website provides a link to the HPI, which is part of the William S. Richardson School of Law http://www.hawaii.gov/spo/SPO/Institute/index.html . HPI’s purpose is to “provide a neutral, independent procurement think-tank and education institute devoted to delivering quality study and instruction an all areas of Federal, State, and local procurement laws.” On this link is posted HPI’s newsletter, which list upcoming events such as informational seminars. The goal of the HPI is to bring quality instruction to the contracting communities through workshops, seminars, and in the future, short-courses and extended conferences. The current newsletter is posted at http://www.hawaii.gov/spo/SPO/Institute/SPO/Institute/2004-01.pdf . Topics for training, contributions to the newsletter, or inquiries about training and general procurement issues may be sent to Professor Danielle Conway-Jones at dcjones@hawaii.edu . Refer to http://www.uhhpi.org for additional information about the HPI.

CPO: Chief Procurement Officer
 DBEDT: Department of Business, Economic Development, and Tourism
 DOH: Department of Health
 EPP: Environmental Preferable Purchasing
 HPI: Hawaii Procurement Institute
 SPO: State Procurement Office

2.3 EPP Future Options

The current goal of the State of Hawaii is to promote an EPP Plan to comply with applicable regulatory requirements. Once this goal has been achieved, the State of Hawaii may choose to investigate opportunities to enhance the EPP Plan, such as:

- Expand the SPO website to allow procurement officers to submit information about vendor performance, new EPP-compliant products, or other EPP issues.
- Implement an incentive and/or award program to highlight EPP success stories and reward high rates of EPP compliance.
- Expand the EPP Outreach Program to include EPP Training, Frequently Asked Questions, and Quizzes published in the HPI Newsletter and on the SPO website.

3.0 TOOLS AND RESOURCES

The following tools and resources are highlighted so that those directly involved in EPP may remain current. Glossaries of useful terms related to EPP and State procurement are presented in Appendix A.

- For general **CPG fact sheet**, the U.S. EPA Web address is <http://www.epa.gov/epaoswer/non-hw/procure/pdf/cpg-fs.pdf>.
- For **updated CPG product lists**, the U.S. EPA Web address is <http://www.epa.gov/cpg/products.htm>.
- For **updated biobased product lists**, the USDA Web address is <http://http://www.biobased.oce.usda.gov/public/categories.cfm>.
- For **updated lists** of products and manufacturers that have earned **Energy Star® seal**, the Web address is <http://www.energystar.gov>
- For **updated lists of Low Standby Power devices and manufacturers**, the Web address is http://www.eere.energy.gov/femp/technologies/eep_standby_power.cfm.
- **Hawaii Procurement Code 103D-1005, Recycled Product HRS'** Web address is: http://www.capitol.hawaii.gov/hrscurrent/vol02_ch0046-0115/hrs0103d/hrs_0103d-1005.htm. Section 103D-1005 describes the recycled product procurement program that requires state purchasing agencies and urges county purchasing agencies to apply preference to the purchase of products with recycled content before purchasing products without any recycled content.
 - a. **Certification of Recycled Content**
<http://www2.hawaii.gov/StateFormsFiles/form8%2Epdf>
- **Hawaii Procurement Institute**, established by the State Procurement Office in conjunction with the University of Hawaii William S. Richardson School of Law provides a neutral independent procurement information exchange forum and education institute in all areas of Federal, State and local procurement laws. <http://www.hawaii.gov/spo/SPO/Institute/index.html> or <http://www.uhhpi.org>.
- **Hawaii State Procurement Office** maintains a website posting recent changes in procurement policies, directories of CPOs, and all information and forms related to procurement at (<http://www.spo.hawaii.gov>)
 - a. **Statutes and Rules** <http://www.hawaii.gov/spo/rules/index.html>
 - b. **Hawaii Products** http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103D/HRS_0103D-1002.htm

- **State of Hawaii's Act 77 (HRS Chapter 196A-C Energy Efficiency in State Facilities)** relates to energy sources in Hawaii and redefines petroleum distribution and energy consumption goals for the State of Hawaii, such as purchasing Energy Star products and greenhouse gas reduction.
<http://www.hawaii.gov/dbedt/ert/act77/act77part2.html>

The eleven Web sites listed above are **critical references** in achieving compliance and maintaining awareness of State and Federal EPP standards. The remaining Web sites listed alphabetically below are supplemental reference items for achieving this goal.

- **40 CFR 247, "Comprehensive Procurement Guideline for Products Containing Recovered Materials"** may be viewed at http://www.access.gpo.gov/nara/cfr/waisidx_03/40cfr247_03.html
- **BEES (Building for Environmental and Economic Sustainability)** is a computer-based program that aids construction project managers in their selection of cost effective, environmentally preferable building materials (<http://www.bfrl.nist.gov/oe/software/bees.html>).
- **Biomass Research and Development Initiative** is a multi-agency effort to coordinate and accelerate all Federal biobased products and bioenergy research and development. (<http://www.bioproducts-bioenergy.gov/>)
- **California Integrated Waste Management Board (CIWMB)** maintains a "*Recycled-Content Product Database*," which can be used to search for manufacturers or distributors of hundreds of recycled-content products. The database can be accessed on CIWMB's Web site at: <http://www.ciwmb.ca.gov/rcp/>
- **Consumers Union** guide to environmental labels provides information on products that are eco-labeled compared to those that are conventionally farmed or produced (<http://www.eco-labels.org/>).
- **Department of Business, Economic Development, and Tourism, State of Hawaii** provides publications, fact sheets on executive orders, projects, surveys, an EPP Management Action Plan, and promotes meetings/events related to topics such as EPP and energy efficiency. The "Environmental Product Guide 2005," a list of businesses that distribute environmental products in the State on Hawaii is available for download at: <http://www.hawaii.gov/dbedtinfo/energy/resourcegreenpurchasing/>
- **Energy Star®**-qualified products are listed on the Web at <http://www.energystar.gov/products>. The technical requirements that each product must meet to become Energy Star®-qualified are linked to each product's respective Web page.
- **EPA's Environmentally Preferable Purchasing Program** is a government-wide program to encourage EPP and assist agencies. The EPP Web site also includes success stories and pilot project information. EO 13101 calls for agencies to use EPP guidance and lessons from these pilot projects to modify their AP programs (<http://www.epa.gov/oppt/epp/>).

- **EPA WasteWise Program** is a voluntary partnership program that targets the reduction of municipal solid waste through recycling and buying recycled. U.S. EPA provides a WasteWise helpline (1-800-EPA-WISE) that can refer you to buy-recycled suppliers in your state (<http://www.epa.gov/wastewise/>).
- **EPP Purchasing Wizard** (<http://www.epa.gov/opptintr/epp/cleaners/select/>) provides assistance in the purchase of environmentally preferable cleaning products using one of three interactive decision tools: single, multiple, and weighted attribute ranking tools.
- **Executive Order 13101, “Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition”** may be viewed at <http://www.ofee.gov/eo/eo.htm>.
- **Executive Order 13134, “Developing and Promoting Biobased Products and Energy”** may be viewed at <http://www.epa.gov/fedsite/eo13134.htm>.
- **Farm Security and Rural Investment Act of 2002** (PL 107-171), Section 9002 may be viewed at http://www.usda.gov/farmbill/conference_report/title9.pdf.
- **Federal Logistics Information System (FLIS)** is the master database or “catalog” for the federal supply system. A joint service committee working under DLA’s leadership is modifying FLIS to include information on environmentally preferable products. A series of environmental attributes are being defined, evaluated, and included in the FLIS, as appropriate. Six attributes have been approved so far: recycled products, energy efficient, water conserving, low standby power, low volatile organic compound (VOC), and asbestos alternatives. Other attributes are in the coordination process. To take advantage of the FLIS information, visit the Web site and fill out the registration form. Then browse the E-MALL. Items bearing an “environmental attribute code” are identified with a Green Tree Symbol (<http://www.supply.dla.mil/Logistics/exchange/eball.asp>). Only Federal Agencies may purchase items through FLIS, this reference is supplied as a research/informational tool.
- **Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims (Green Guides)** are online and may be consulted for answers to questions about acceptable practices for labeling and marketing of green products (<http://www.ftc.gov/bcp/grnrule/guides980427.htm>).
- **Forest Certification Resource Center** provides a listing of manufacturers by product type (e.g., cabinets, doors, flooring, etc.) that are manufacturing their building materials using certified forest products. Certifications addressed in the listing include Sustainable Forestry Initiative, Forest Stewardship Council, American Tree Farm System, and Canadian Sustainable Forestry Coalition (CSA International). For more information on certified forest products, refer to the Forest Stewardship Council summary below. (www.certifiedwood.org/search-modules/ProductHierarchy.ASP)
- **Forest Stewardship Council (FSC)** is an international, non-profit organization founded to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests. It has introduced an international labeling scheme for forest products that provides a credible guarantee that the product comes from a well-managed forest that meet the internationally recognized FSC Principles and Criteria of Forest Stewardship (<http://www.fsc.org/fsc>)

- **GreenOrder** is an Internet-based service designed for federal employees to locate products that comply with federal EPP programs. GreenOrder's Supplier Directory, Storefronts, Library, and News are available only to paid subscribers; but they offer a free Request for Quote service to all registered users (<http://www.greenorder.com/pages/1/index.htm>)
- **Green Seal** is an independent, nonprofit organization dedicated to protecting the environment by promoting the manufacture and sale of environmentally responsible consumer products. Recommendations for environmentally preferable products are published as "Choose Green Reports" on their Web site (<http://www.greenseal.org>). The reports include environmental criteria, rationales, product recommendations and sources.
- **Guide to Resource Efficient Building Elements** is produced by the nonprofit Center for Resourceful Building Technology (CRBT) in Missoula, Montana. CRBT promotes resource efficiency in building design, materials selection, and construction practices. The guide is a national directory that is updated yearly and contains contact and product information for more than 400 building material manufacturers producing everything from foundations to roofing. It also contains information on resources used in construction and resource-efficient design (<http://www.crbt.org/>).
- **Hawaii Products Preference** list promotes the use of products mined, excavated, produced, manufactured, raised, or grown in Hawaii. (http://www.hawaii.gov/spo/SPO/Code/SPO/Code/HI-products_123103.pdf)
 - a. **Information and Instructions on Hawaii Products Preference**
<http://www2.hawaii.gov/StateFormsFiles/spo%2Dform6%2Epdf>
 - b. **Application for Hawaii Products Preference**
<http://www2.hawaii.gov/StateFormsFiles/spo%2Dform%206a%2Epdf>
 - c. **Data Sheet for Hawaii Products Certification**
<http://www2.hawaii.gov/StateFormsFiles/spo%2Dform%206b%2Epdf>
 - d. **Hawaii Products Certification**
<http://www2.hawaii.gov/StateFormsFiles/spo%2Dform%206c%2Epdf>
- **Honolulu Clean Cities** is a voluntary government and industry partnership coordinated by the U.S. Department of Energy designed to achieve a cleaner environment by reducing dependence on imported oil, and stimulating local economies by increasing the use of alternative fuels and alternative fuel vehicles. Honolulu Clean Cities focuses on Hawaii's alternative fuels and vehicles (electric vehicles, LPG [liquid propane gas], biodiesel, ethanol, and hydrogen). (<http://www.hawaii.gov/dbedt/ert/cc/>)
- **McRecycle USA Database Listing** is a free booklet available from McDonald's Corporation Environmental Affairs, Kroc Drive, Oak Brook, Illinois 60521 or (630) 623-5779. McRecycle USA is a program designed to stimulate the market for recycled products. The product listing is organized by Construction Standards Institute (CSI) format. Additional divisions have been added at the end to accommodate non-construction products.
- **National Recycling Coalition (NRC)** is a nonprofit coalition committed to maximizing recycling and developing markets for recovered materials. NRC educates corporate

America about the importance of buying recycled and other recycling-related messages through its Buy Recycled Business Alliance (BRBA), a special partnership with businesses of all sizes across the United States. The BRBA Library includes case studies, a guidebook for businesses, and a Buy-Recycled Resources document providing resource links and contact information for industry trade associations (<http://www.nrc-recycle.org/brba>).

- **New legislation and procurement topics** can be monitored at <http://capwiz.com/govexec/issues/bills> and <http://www.govexec.com/procurement>, respectively.
- **OFEE Web Page** resources include a Strategic Plan to implement EO 13101 (authored by the White House Task Force on Greening the Government Through Waste Prevention and Recycling) and the EPA/OFEE “Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act.” The OFEE newsletter and other resources are also available (<http://www.ofee.gov>).
- **Office of Solid Waste Management, State Department of Health** provides technical assistance, education and outreach materials to the regulated community and the general public on responsible ways to reduce, recycle, and dispose of specific waste materials such as asbestos-containing material, green wastes, and construction and demolition waste. (<http://www.state.hi.us/health/environmental/waste/index.html>)
- **Oikos Green Building Source** provides a searchable database of green building products including (but not limited to) recycled-content products. Recycled-content products are flagged in the database by an “environmental benefit code” of “RC” (<http://www.oikos.com/index.lasso>).
- **RCRA Section 6002** (42 USC 6962) may be viewed at <http://www.ornl.gov/adm/ornlp2/sec6002.htm>.
- **Scientific Certification Systems** certifies environmentally preferable products, services, and technologies according to international standards and U.S. government guidelines. Products can be certified for single environmental attributes or certified as “environmentally preferable” overall. To receive the overall certification, a product must be better in all environmental impact categories than the baseline against which it is compared. This baseline is generally the average product performing the same task. The life-cycle assessment considers energy and mineral resource depletion, ecosystem disruption, air and water emission loading, and residual hazardous waste. The Scientific Certification Systems Certified Product List for the Environmental Claims Certification Program is available on their Web site (http://www.scscertified.com/manufacturing/manufacture_certclients.html).
- **Society for Responsible Design** is dedicated to combining efforts of society and industry through environmentally and socially responsible design practices to make products and services significantly better (<http://www.green.net.au/srd/>).
- **Solid Waste Association of North America (SWANA)** is an organization dedicated to advancing the practice of environmentally and economically sound management of municipal solid waste in North America. SWANA’s Waste Reduction, Recycling & Composting Division supports the integration of recycling and composting into the

overall solid waste management system and explores issues such as collection efficiency; marketing; public education; processing technologies; commercial waste reduction; and recycling (http://http://www.swana.org/sections/educate/tec_wastereduction.aspx).

- **Wisconsin Buy Recycled Business Alliance** maintains searchable recycled product directories on its Web site at: <http://www.buyrecycled.org/resources.htm>.

U.S. EPA maintains several free electronic mailing lists, including lists for Federal Registers, press releases, and U.S. EPA Monthly Call Center Report questions and answers. Subscribers to the lists receive electronically mailed copies of the documents as they are published. Because list servers administered by U.S. EPA cover a broad range of topics, one or two people identified by the SPO should screen and distribute relevant emails to affected parties. Potentially useful list servers are listed below:

- **HOTLINE_OSWER** – Provides RCRA updates and Call Center Report information to subscribers.
- **EPA-WASTE2** – Distributes all hazardous and solid waste Federal Registers to subscribers.

To subscribe to one of the U.S. EPA list servers above, follow the instructions provided at <http://www.epa.gov/epaoswer/hotline/eguide.htm>.

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